

Instructions: See reverse side. ***Copy this form as necessary.***

The costs itemized below are for the following cost category (select only one):

- [illegible]

Subtotals			
Worksheet Total <i>(sum Columns 1-3)</i>			

Dry Cleaner Environmental Response Program Reimbursement Cost Detail Worksheet

Form 4400-214 (R 9/03)

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Instructions

You are required to itemize the detailed costs from the invoices you paid associated with your response action costs. Use this form for all reimbursement applications filed for the Dry Cleaner Environmental Response Program. A hardcopy of an electronic version (eg, spreadsheet) of this form is acceptable.

1. Code the detailed invoices from your expenditures to the program's standard cost categories - eg, write an A next to costs for soil investigation, B for soil remediation, C for groundwater investigation, D for groundwater remediation, E for air/vapor Investigation, F for air/vapor Remediation, G for laboratory and other analysis, and H for miscellaneous costs. You may need to use more than one code on an individual invoice's detailed costs. If an expenditure involves more than one cost category, split the cost between the categories using your best estimate and note the percentage allocation between the categories on the invoice.
2. Itemize your costs on multiple copies of this form. The header information requested at the top of the form allows you to label what costs are being itemized on each worksheet.
3. Calculate the subtotals at the bottom of columns 1-5 on each worksheet. Calculate a total (at the bottom) for each worksheet.
4. Transfer the subtotals from all the worksheets completed to the appropriate category line of the Reimbursement Cost Summary Sheet, Form 4400-213.
5. Submit your cost detail worksheets, cost summary sheet, copies of invoices and canceled checks (copy both sides), and copies of each bid that was accepted with the Dry Cleaner Environmental Response Program Application, Form 4400-211 to your DNR region Remediation and Redevelopment project manager.

Definition of Form Sections and Columns

Top of the Form Information: Enter the Applicant Name. Check the appropriate box to describe the category type of the costs itemized and whether the costs are current or past costs.

Date of Check: The date and number of the check used to pay the cost being itemized.

Firm Name: The name of the consultant or vendor to whom the payment was made.

Invoice Number: The number of the invoice where the cost item can be found.

Description: A brief description of the cost item.

No. of Units: The number of units and price per unit of the item, if applicable.

Total Amount (By Type of Response Action): The total dollar amount of the cost item. Enter it in the appropriate column according to the type of response action.

FOR ADDITIONAL INFORMATION: See the Application Form instructions and publications RR #631, The Dry Cleaner Environmental Response Program and RR #641, Getting Your Money Back. Contact your DNR regional Remediation and Redevelopment project manager, if you have any questions about organizing and reporting your expenditures documentation for your application.